Materials
Please submit your online application to the IUHPFL by Sunday, December 8, 2013. Please confirm that all fields are completed before submitting your application. Only complete applications should be submitted. The application includes the following components:

a. Personal Application
b. Official School Transcript
c. Part A Appraisal
d. Part B Appraisal
e. Adult Appraisal
f. Copy of Passport (Photo and signature page)

Transcript
Schools submit transcripts directly to IUHPFL. Once you submit the e-mail address of your school’s administrator, an e-mail will be generated to him/her, asking for the electronic transfer of your transcript.

It is your responsibility to follow up with your school’s office to confirm they submit your transcript by the deadline.

Appraisals
An application requires three appraisals. Once you submit the e-mail address for your appraisers, an e-mail will be generated to each of your appraisers, asking them to fill out your appraisal. The three appraisals include:

Part A Appraisal
Filled out by a member of the school staff who knows you well, is familiar with your academic work, and is not your current or former foreign language teacher. Request your appraiser’s school e-mail address and double check it for correctness.

Part B Appraisal
Filled out by your current foreign language teacher. Request your appraiser’s school e-mail address and double check it for correctness.

Adult Appraisal
Filled out by an adult who knows you well in a context outside of school, but who is not a relative or your current or former school teacher. An athletic coach or band director who also teaches at your school is the exception to this, but he or she is asked to focus the appraisal only on how well he or she knows you outside the classroom. Request your appraiser’s school e-mail address and double check it for correctness.

Before moving forward to submit requests to your appraisers, please double check that the e-mail addresses of your appraisers are correct. It is important to note some school e-mail addresses may send e-mails generated from iuhpfl@iu.edu directly to spam; other school e-mail addresses may not recognize e-mails generated from iuhpfl@iu.edu at all. Consequently, it is imperative to follow up with your appraisers and to confirm they receive and submit your appraisals.
Application Instructions

It is your responsibility to follow up with your appraisers, not that of the IUHPFL. If you should need to re-generate an e-mail to your appraisers, please contact juhpfl@iu.edu to make the request. When making the request, include your name, school, the language to which you are applying, which appraisal needs to be resubmitted, and the e-mail address to which it needs to be submitted.

Passport
Students who don’t have a valid passport should immediately apply for one. A copy of the passport application can be uploaded as part of the student’s application, until the new passport arrives. The new passport copy (photo and signature pages) can then be uploaded to replace the passport application.

Financial Aid
If you would like to apply for financial aid, please visit the financial aid information on the website and submit your application by Friday, January 31, 2014. Your financial aid application has no bearing on your acceptance into the IUHPFL.

Important Reminders
Student E-mail Address
Your e-mail address should remain the same throughout the 2013/2014 Program Cycle, since IUHPFL identifies applications by a student’s unique e-mail address.

Guardian E-mail Address
Please make sure to supply your guardian’s e-mail address and confirm that your guardian’s e-mail address is accurate and up-to-date. All communication with the IUHPFL includes guardians. It does not suffice to have only one e-mail address.

Proof of Submission
Upon submitting your application you will receive a confirmation e-mail that you want to keep for your records and for reference purposes. In addition, we recommend printing a copy of your completed application form for your records. Proof of submission only covers the application. In addition, please confirm with your appraisers and school that appraisals and transcript have been sent.

Timeline
We will communicate the next steps in the selection process to you by mid-February 2014.

Deadlines

Program Application Deadline
December 8, 2013

Financial Aid Deadline
January 31, 2014